Elements of all *Anytime On-Demand* Programs

Thank you for sharing your educational content with the national membership of the American Inns of Court, and the legal profession at large! The delivery method of this program will be an *Anytime On-Demand* program, meaning that there is no "live" component (such as a webinar, conference call or facilitator). Each program must – at a minimum – include a PowerPoint with voiceover narration. To help us organize and format the content to be delivered online, please fill out this form and provide what is needed for each element (if relevant).

1. **Intellectual Property Sharing Agreement**
   You should have also received an agreement to share your IP with the American Inns of Court, and includes a revenue-sharing arrangement. This must be on file before moving forward with the content creation.

2. **Identify the Audience**
   Who is the main audience for this program?   *Who is the secondary audience for this program?*
   - Student   - Student
   - Associate   - Associate
   - Barrister   - Barrister
   - Master   - Master

3. **What level of education is this program?**
   - Foundational
   - Applied
   - Strategic

4. **What is the main topic this program covers?** *(Choose all that apply, but do not choose all!)*
   - Civility   - Professionalism
   - Ethics   - Skills
   - Mentoring & Leadership   - State Law
   - Practice Area Specific   - Wellness & Self-Care
   - Practice Management

5. **What other materials will be included to make this program more robust?**
   - Documents   - Podcasts
   - Websites   - Audio files
   - Articles   - Video
   - Templates   - Other: _____

6. **Title & Description**
   - Title should be catchy – funny, provocative – but also descriptive (can use two parts, i.e., Do Rabbits Really Like Carrots? Five Ways to Prove Conventional Wisdom).
   - Description should be interesting AND informative; people love "Ten Tips" or "Best Way To…"
   - Make it relatively short (3 – 5 sentences, 1 paragraph)

7. **Provide Learning Outcomes**

- Identify 3 – 5 things that someone will gain as a result of participation in this program (for some *Anytime* programs we may only have 2-3).
- New information learners will gain, whether skills or behavioral changes.
- "By the end of this program, learners/participants will…"

8. **Visual Presentation**
   - This may be either a PPT with a voiceover or a video; there must be something with relevant visual interest to hold the learner's attention.
   - Make it as interactive/exciting/interesting as possible – can be a combination of things:
     o PPT with pictures/video/voiceover
     o Video
     o Audio files to go with visuals
     o May also be an assignment: send an email to, post something on a discussion board, have a conversation with a person

9. **Reading**
   - This can be in the form of an assignment, preparatory work or simple background information.
   - This is usually done outside the parameters of the "program" itself (on your own)

10. **Assessment**
    - This should be 3 – 5 questions which relate back directly to the program – the presentation, any required reading, an audio file.
    - Please provide "rationale" for the correct and incorrect answers.
    - There should be a requirement of 80-85% correct to pass with 3 attempts possible.

11. **IP Certification**
    - This program – to the best of your knowledge – does not include materials (photos or artwork) which are used without permission, document that are allowed to be reprinted or other copyright violations.

12. **Evaluation**
    - This will be a standard post-program evaluation that will be added to every Anytime program; if there are additional questions desired, please provide them.

13. **Certificate of Participation/Completion**
    - This will be automatically generated upon completion of required items.
    - It will also unlock the additional documentation most jurisdictions require for self-reporting.

14. **Recommendations**
    - Depending on the program, we may identify additional programs in the same topic area that could be of interest, or the next in a series, or a similarly organized program.